

Tutorial: Talk to Your Data with Formula Bot

1 - Accessing [Formula Bot](#)

- First, visit the Formula Bot website.
- Log in with your credentials.
- Once logged in, open either Excel or Google Sheets, where you will find the Formula Bot extension.

2 - Using a Function in Formula Bot

- In the Formula Bot panel, you'll see various functions. Select the one that fits your needs. For example, here we're choosing the “Extract” function.

The screenshot shows a spreadsheet titled "Index Calculation" with a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a toolbar. The spreadsheet data is as follows:

	A	B	C	D	E	F	G	H	I
1	Order Number	Name	Role	Days Off	Index				
2	2024-001	David Robinson	Graphic Designer	19	1.2				
3	2024-002	Michael Johnson	Accountant	16	1.3				
4	2024-003	Emily Johnson	Accountant	14	1.7				
5	2024-004	Maria Miller	Human Resources Specialist	14	1.5				
6	2024-005	Maria Lee	Accountant	21	1.9				
7	2024-006	Christopher Smith	Web Developer	19	2				
8	2024-007	Emily Smith	Project Manager	19	1.1				
9	2024-008	Victoria Jones	Customer Service Representative	24	1.4				
10	2024-009	David Jones	Data Analyst	14	1.5				
11	2024-010	Emily Robinson	Software Engineer	23	1.5				

The Formula Bot panel on the right is titled "ChatGPT/Data Automations" and contains the following options:

- Analyze Sentiment: Determine the sentiment of text, like if it's positive or negative
- Retrieve Information: Populate information about anything (i.e. a state's capital)
- Classify: Classify information into multiple categories
- Extract: Pull out specific information from a text

→ After selecting the function, you will be prompted to input your data into the Formula Bot panel.

→ Once you've entered your data, simply choose the cell in your spreadsheet where you want the result to appear.

The screenshot shows the same spreadsheet application, but now the Formula Bot panel is displaying an "Extract" dialog box. The dialog box has the following content:

← Extract

Extract the

First name

from

B2

This prevents new results from generating when the page is refreshed. Limited only to this sheet!

The spreadsheet data in this screenshot is as follows:

	A	B	C	D	E	F	G	H	I
1	No	Name	Role	Days Off	Index				
2	1	David Robinson	Graphic Designer	19	1.2				
3	2	Michael Johnson	Accountant	16	1.3				
4	3	Emily Johnson	Accountant	14	1.7				
5	4	Maria Miller	Human Resources Specialist	14	1.5				
6	5	Maria Lee	Accountant	21	1.9				
7	6	Christopher Smith	Web Developer	21	2				
8	7	Emily Smith	Project Manager	19	1.1				
9	8	Victoria Jones	Customer Service Representative	24	1.4				
10	9	David Jones	Data Analyst	14	1.5				
11	10	Emily Robinson	Software Engineer	23	1.5				

→ The result will be automatically calculated and displayed in the chosen cell.